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**#1****1-MINUTE TIMING****FOR USE WITH ELEMENTARY KEYBOARDING EVALUATIONS***(95% hfw)*

Just take it easy; do not try too hard. You will 10  
not build high speed if you are lazy, but you can 20  
try too hard. To excel, keep your hands quiet; 30  
move just the fingers. 34

1 2 3 4 5 6 7 8 9 10

Updated 6/01

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**#2****1-MINUTE TIMING****FOR USE WITH ELEMENTARY KEYBOARDING EVALUATIONS***(95% hfw)*

You will learn to key well if you just do your best 10  
each day. A quick and exact stroke to each key 20  
is what you need to get to the top prize. Try to 30  
move with speed now. 34

1 2 3 4 5 6 7 8 9 10

Updated 6/01

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**#3****1-MINUTE TIMING**

**FOR USE WITH ELEMENTARY KEYBOARDING EVALUATIONS**  
(95% hfw)

Win as if you are used to it, and lose just as 10  
though you like it for a change. In this way you show 20  
that you are quite as big when you lose the prize 30  
as when you take it. The next time you make a goal, 40  
act just as if you are very used to it. 47

1 2 3 4 5 6 7 8 9 10 Updated 6/01

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**#4****1-MINUTE****TIMING**

**FOR USE WITH ELEMENTARY KEYBOARDING EVALUATIONS**  
(95% hfw)

Sit back now and then to size up just how you key. 10  
Do you curve each finger and keep it low? Do you 20  
snap the tip quickly toward the hand? If not, be 30  
sure to give such major effort next. It pays. 38

1 2 3 4 5 6 7 8 9 10

Updated 6/01

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**#5****1-MINUTE TIMINGS**

**FOR USE WITH ELEMENTARY KEYBOARDING EVALUATIONS**  
(95% hfw)

If you think the word you want to key, the fingers 10  
will know what they are to do. Just relax, then, 20  
and let them go. Try not to pause after you strike 30  
a key. Quickly move on to the next one. Be sure 40  
to size up each word and then key it. 47

1 2 3 4 5 6 7 8 9 10 Updated 6/01

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**#6****1-MINUTE TIMINGS**

**FOR USE WITH ELEMENTARY KEYBOARDING EVALUATIONS**  
(95% hfw)

As you explore a new speed zone, try your best to 10  
control each move. A major goal is to make every move 20  
quickly and in the right way. 26

If you lower your speed, you can pay more attention 36  
to your work patterns. If you drop the rate about two 45  
words, you get new control and cut mistakes. 53

1 2 3 4 5 6 7 8 9 10

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**#7****1-MINUTE TIMINGS****FOR USE WITH ELEMENTARY KEYBOARDING EVALUATIONS***(95% hfw)*

Try to keep your eyes on your book as you key.	10
Just fix them on each word and let the fingers find	20
every letter you need for the word.	27
Have a goal in mind each time you try a line. Do	36
not quit; keep on until you make your rate. Size	46
up each word and key it with vigor.	52

1   2   3   4   5   6   7   8   9   10

Updated 6/01

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**#8****1-MINUTE TIMINGS****FOR USE WITH ELEMENTARY KEYBOARDING EVALUATIONS***(95% hfw)*

I can now key each letter as I keep my eyes on	10
the copy. I can type with good form, also. I next need	20
to improve each motion and to reduce the time between	30
letters and words.	33
A step to which I must give attention in the days	43
just ahead is reading. The size of the word can limit	53
how I read. I may focus on the short one quickly as a	63
whole; a long one, part by part.	68

1   2   3   4   5   6   7   8   9   10

Updated 6/01

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**#9****1-MINUTE TIMINGS****FOR USE WITH ELEMENTARY KEYBOARDING EVALUATIONS***(95% hfw)*

I am now learning to vary the keying rate to fit the 10  
ease of keying the words. By learning to speed up the 20  
easy words, I can take time to break the longer words 30  
into parts for quick keying. 35

With more practice, I will be able to handle by word 45  
response some of the shorter words that I just now 55  
analyze and key letter by letter. As I master this skill, 65  
I will become more expert. 70

1 2 3 4 5 6 7 8 9 10

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# #10

# 1-MINUTE

## TIMINGS

### FOR USE WITH ELEMENTARY KEYBOARDING EVALUATIONS

(95% hfw)

When you try to do better something that you	10
cannot do as well as you wish, you practice. You do	20
not just duplicate your actions; or if you do, you do	30
not improve. What you do repeat, instead, is the	40
general response but with some change.	48

So the next time you are asked to do a drill again,	58
try to do it in a better way. Think about making quick,	68
exact motions so that your mind can tell the fingers	78
what to do. Size up the problem and learn better	87
methods of increasing speed.	93

1	2	3	4	5	6	7	8	9	10
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